

*Records*  
**FILED: *Production***  
**RETURN TO**

RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT STAFF

The Records Management Staff is responsible for directing the Agency's records management program consisting of the following elements:

- (a) Records Disposition - The economical and systematic disposition of Agency records including preservation, transfer and disposal according to approved schedules;
- (b) Vital Materials - Selection and transfer to a repository of those records essential to the operation of an agency during an emergency;
- (c) Record Systems - Application of improved systems and equipment to facilitate record operations;
- (d) File Standards - Development of standard procedures, equipment and supplies for file maintenance;
- (e) Forms Management - Analysis, design and control of forms; *identification*
- (f) Correspondence Management - Application of improved style standards and procedures for preparation and handling of correspondence; *and*
- (g) Reports Management - Analysis, *and* improvement and control of administrative reporting.

The above programs are administered on a decentralized basis through area programs covered by policies and instructions issued by Records Management Staff. *The*

The approved TO of the Records Management Staff consists of 18 positions, two of which are concerned with clerical and stenographic work.